



Water Meter Reader

Job Code: 0132

Originated: 01/04

Salary Grade: 1218

FLSA: Non-Exempt

Revised: 08/06

EEO Code: 27

Supervisory: No

HR Ordinance Status: Classified

CLASS SUMMARY

Works in the field recording water meter readings, locating and uncovering water meters, cleaning out debris and any accumulated water from meter boxes and reporting metering abnormalities.

DISTINGUISHING CHARACTERISTICS

The Water Meter Reader is distinguished by the Lead Water Meter Reader by the lead responsibilities performed by the latter. This is not a supervisory job classification.

ESSENTIAL FUNCTIONS

Performs duties and responsibilities commensurate with assigned functional area within a department(s) which may include, but are not limited to, any combination of the following tasks:

- Reads meters, records water meter readings and meter condition codes in a hand-held computer.
- Locates and reads buried or flooded meters.
- Cleans meter boxes.
- Turns water meters on or off in prescribed manner.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

Knowledge of:

Simple arithmetic calculations.

Basic computer operations/navigation.

Traffic laws, ordinances and rules involved in motor vehicle operation.

Microsoft Windows Office products.

Ability to:

Write legibly and comprehend and make inferences from written material and verbal and/or written instructions.

Read and interpret street and aerial maps to locate routes and water meters.

Refer citizens to appropriate customer service personnel for problem/complaint resolution.

Learn and use geography and street locations of the City.

Make mathematical calculations and draw logical conclusions.

Listen, communicate and work effectively with a diverse group of people.

Proficiently perform computerized data entry of information.

Establish and maintain effective working relationships with City staff and the general public.

Complete required OSHA/Safety Training as required.

Education and Experience:

A high school diploma or GED equivalent and any combination of experience and training that would likely provide the required knowledge and abilities.

Licensing and Other Requirements:

Must possess and maintain a valid Arizona driver's license with no major driving citations within the past 39 months.

Other pertinent licenses and/or certifications may be required of some positions depending on department/section assignment.

SUPERVISION RECEIVED AND EXERCISED

- Works under general direction of the Water Meter Reader Manager in the Financial Services Department and within standard operating procedures.

WORK ENVIRONMENT/PHYSICAL DEMANDS

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Seldom sedentary and includes walking or moving for extended periods and long distances.
- Bend and stoop repeatedly.
- Use hand tool to lift and move meter box lid weighing up to 100 pounds.
- Walks for long distances, bends and stoops repeatedly, uses hand tool to lift and removes and replaces meter box lid, walks to next box or vehicle, drives from meter location to meter location and exits and enters the vehicle repeatedly.
- Properly maintains and safely operates a City motor vehicle utilizing both unleaded fuel and CNG. Rural meter reading routes require extensive driving and exiting and re-entering the vehicle at each meter location.
- Sit for extended periods of time while driving a City vehicle maintaining constant vigilance to the surrounding area.
- Work around insects, reptiles and animals that are confronted along a route.
- Most work is performed outside or in a motor vehicle, with some work performed in a normal City office environment.
- Access paved, gravel or turf and uneven areas; climb elevations.
- Visual and muscular dexterity to operate a motor vehicle, hand held computer, hand tools and office computer.

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- Regular exposure to dust, pollen, inclement weather, temperature extremes and unpleasant odors; traffic hazards.
- Operate a variety of standard office equipment including a computer terminal, telephone, 10-key calculator, copy and fax machine requiring continuous and repetitive arm, hand and eye movement.
- Operate a motor vehicle and travel to/from various City locations.
- Work flexible hours to meet department requirements.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.